



**AMERICAN
UNIVERSITY
OF BEIRUT**

University
Libraries

APPROPRIATE CONDUCT IN THE UNIVERSITY LIBRARIES

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TABLE OF CONTENTS

Scope.....	3
Policy Statement.....	3
Library Code of Conduct.....	3
1. Reading areas	3
2. Library Collections	4
3. Computer Lab	4
4. Library Facilities	5
5. Libraries' Rights & Duties.....	5

SCOPE

This policy applies to all users of the University Libraries, including students, faculty, academic personnel, staff, alumni, visitors, researchers, and members of the public who access or use University Library facilities, collections, resources, equipment, or services.

The policy applies to all University Libraries and their facilities, including reading and study areas, computer labs, service areas, and other spaces designated for Library use.

Exclusions: This policy does not replace or supersede University policies, regulations, or procedures governing the conduct of University students, faculty, staff, or other members of the University community. Where another University policy or procedure applies to a specific incident, the relevant University policy or procedure will also apply.

POLICY STATEMENT

The University Libraries' mission is to provide access to a variety of information resources and services that support research, study, teaching, and the pursuit of knowledge at the University in a welcoming, pleasant, and stimulating environment. To fulfill this mission, the Libraries and their users share reciprocal rights and responsibilities based on respect for others, Library resources, facilities, and appropriate conduct in a shared public space. This document establishes the standards of conduct expected of Library users and provides a framework for addressing inappropriate or disruptive behavior, thereby enabling the University Libraries to fulfill their mission effectively.

LIBRARY CODE OF CONDUCT

1. Reading areas

- a. Follow all Library rules and guidelines posted on signs throughout the Library.
- b. Follow the instructions of Library staff and interact with them in a respectful and courteous manner.
- c. Silent and group study areas are available; please use the area that best suits your study needs
- d. Keep noise to a minimum to avoid disturbing others.
- e. Set mobile phones to silent mode in all study areas and take phone calls outside the study areas whenever possible.
- f. Do not leave personal belongings unattended. The Library is not responsible for lost, stolen, or unattended items.
- g. Seat reservations are available in the Silent Zone. Patrons should reserve a seat by scanning the QR code and check in upon arrival. Please respect your reserved time slot.
- h. Seat reservations are not permitted in other reading areas. Items left on seats to reserve them may be removed by library staff.
- i. Do not occupy more than one seat or study space with personal belongings, particularly during busy periods.

- j. Bottled water and beverages in closed, spill-proof containers are permitted. Food and other drinks are not allowed in the Library.
- k. Help keep the Library clean and tidy by disposing of waste in the appropriate bins and using recycling facilities where available.
- l. Do not move Library furniture between areas or obstruct walkways, emergency exits, or accessible spaces.
- m. Respect shared spaces and facilities by keeping tables, seats, and equipment available for other Library users when not in use.

2. Library Collections

- a. Show your AUB ID card when borrowing Library materials. You must not allow anyone else to use your AUB ID card to access the Library or borrow materials on your behalf.
- b. Assume full responsibility for all Library materials borrowed on your account. Return or renew items by their due dates, respond promptly to Library notices, and do not lend or transfer borrowed materials to others.
- c. The Library has a security system to monitor the circulation of Library materials. Activation of the security alarm may result in a request to inspect bags or personal belongings.
- d. Handle Library books and other materials with care and respect. Do not write on, deface, alter, damage, tear, or otherwise tamper with Library materials.
- e. Report lost or damaged Library materials promptly to Library staff. Patrons may be responsible for the replacement or repair costs of lost or damaged items in accordance with Library policies.
- f. Do not remove, disable, or tamper with security devices, labels, barcodes, or other Library equipment attached to Library materials.
- g. Do not reshelve Library materials after use. Leave them at the Circulation Desk, on designated tables, or on the shelves in the stacks
- h. Abide by copyright laws and the Library's copyright policies, as posted on the Library website and near photocopiers and other reproduction equipment.
- i. Use electronic resources in accordance with their license terms and applicable laws. Systematic downloading, copying, sharing, or distributing electronic content is prohibited.

3. Computer Lab

- a. Only AUB users with a valid AUB username and password may use the Computer Lab. You must not share your AUB username, password, or other authentication credentials with anyone else.
- b. Use the computers and other equipment responsibly. Do not alter, damage, or tamper with Library equipment, software, or network settings.
- c. Log out of your AUB account when you finish using a computer. Do not leave your account accessible to other users.
- d. Do not use the Computer Lab for activities that violate AUB policies or applicable laws, or that interfere with the use of the facilities by others.
- e. Report any technical problems or damaged equipment to Library staff. Do not attempt to repair or modify Library equipment yourself.

4. Library Facilities

- a. Take good care of Library equipment, furniture, and facilities. Do not engage in vandalism or damage, deface, or write on Library walls, furniture, equipment, or other property.
- b. Do not enter areas designated for Library staff unless you have an appointment or have been invited by Library staff
- c. Share your feedback with Library staff. Complaints, suggestions, and recommendations are welcome and may be submitted to Library staff through the appropriate channels.
- d. Obtain permission before posting announcements or other materials on Library bulletin boards or other designated display areas.
- e. Keep corridors, entrances, exits, stairways, and other access areas clear and do not obstruct emergency exits or safety equipment.
- f. Do not use Library facilities for activities that disrupt other users or interfere with Library operations.

5. Libraries' Rights & Duties

The Library reserves the right to:

- a. Ask any user who violates Library rules or engages in disruptive behavior to stop the behavior. The user will normally receive two verbal warnings. If the behavior continues after the second warning, the matter may be referred to the appropriate Disciplinary Committee for further action.
- b. Refer serious or deliberate violations directly to the appropriate University authority without prior verbal warnings, when the nature or severity of the violation warrants immediate action.
- c. Refer student cases to the Office of Student Affairs when required, including cases resulting from a Disciplinary Committee review or serious violations of Library rules
- d. Contact the University Protection Office when a Library user refuses to comply with staff instructions, engages in threatening or disruptive behavior, or presents a safety or security concern.
- e. Charge users for lost, missing, damaged, mutilated, or defaced Library materials, including applicable processing or replacement fees, in accordance with Library policies.
- f. Suspend or revoke Library privileges in cases of serious or repeated violations of Library rules and policies.
- g. Report incidents involving damage to Library property or facilities to the appropriate University authorities and seek restitution where applicable.
- h. Take appropriate measures to protect the safety, security, collections, equipment, facilities, staff, and users of the Library.
